

**UMHLABUYALINGANA MUNICIPALITY**

**APPENDIX B**

**EXTERNAL LOANS AND INTERNAL ADVANCES**

	Balance as at 01 July 2007	Received During the year	Redeemed / Written off during the year	Balance as at 30 June 2008
	R	R	R	R
<b>EXTERNAL LOANS</b>				
Short Term Loan	0	0	0	0
Annuity Loans	0	0	0	0
Government Loans	0	0	0	0
	0	0	0	0
<b>INTERNAL ADVANCES/ BORROWING SERVICES</b>				
Public Improvement fund	0	0	0	0
Capital Development Fund	0	0	0	0
	0	0	0	0

**UMHLABUYALINGANA MUNICIPALITY**

**APPENDIX C: ANALYSIS OF FIXED ASSETS**

<b>Acquisition 2007 R</b>		<b>Budget 2008 R</b>	<b>Balance at 01 July 2007 R</b>	<b>Acquisition 2008 R</b>	<b>Disposals 2008 R</b>	<b>Balance as at 30 June 2008 R</b>
	<b>GENERAL SERVICES</b>					
2,180,361	Land and Building	7,396,000	9,909,892	1,126,600	0	11,036,492
783,164	Furniture and computer equipment	400,000	2,282,690	43,687	0	2,326,377
-	Vehicles		1,944,575		0	1,944,575
25,399	Plant and equipment		810,275		0	810,275
-	Parks and recreations		187,042		0	187,042
11,717,540	Municipal roads and stormwater	5,000,000	12,058,116	5,057,202	0	17,115,318
-	Municipal Accommodation		918,606		0	918,606
-	Miscellaneous		444,167		0	444,167
	Manguzi Sports Field			15,038,057	0	15,038,057
<b>14,706,464</b>	<b>TOTAL FIXED ASSETS</b>	<b>12,796,000</b>	<b>28,555,363</b>	<b>21,265,546</b>	<b>0</b>	<b>49,820,909</b>
	<b>LOANS REDEEMED AND OTHER CAPITAL RECEIPTS</b>	<b>12,796,000</b>	<b>28,555,363</b>	<b>21,265,546</b>	<b>0</b>	<b>49,820,909</b>
	Contribution from current income	400,000	11,902,664	43,687	0	11,946,351
	Grants and Subsidies received	12,396,000	16,652,699	21,221,859	0	37,874,558
	<b>NETT FIXED ASSET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**UMHLABUYALINGANA MUNICIPALITY**

**APPENDIX D**

**Analysis of Operating Income and Expenditure for the year ended 30 June 2008**

<b>Actuals 2007 R</b>		<b>Actuals 2008 R</b>	<b>Budgeted 2008 R</b>
<b>35,508,876</b>	<b>INCOME</b>		
	<b>GRANTS AND SUBSIDIES RECEIVED</b>	<b>29,840,926</b>	<b>35,889,553</b>
22,221,851	Equitable share	17,519,419	17,519,000
500,000	Financial Management	500,000	500,000
250,000	Public Participation		
100,000	Rates Implementation		160,000
6,984,823	Municipal Infrastructure	4,912,864	11,896,000
734,000	Municipal Systems Improvement	734,000	734,000
2,000,000	Project Consolidate	2,081,000	795,000
200,000	Investment Planning		
2,037,560	Mabaso Housing		
137,000	Organisational Structure, HR Systems		
193,642	Madonela Agricultural Project		290,463
150,000	Internal Control Unit		
-	Urban Development	1,975,000	1,500,000
-	intergrated Development Planning	213,000	200,000
-	DBSA	670,000	670,000
-	Gijima funds	456,513	210,400
-	Library Subsidy	78,900	
-	Nhlange Lake Resturant	180,000	180,000
-	Manzengwenya Cultural Project	180,000	180,000
-	Kwa - Tembe Concrete Project	180,000	180,000
-	Phelandaba Development	150,000	150,000
-	Mbila Tribal Hall Subsidy	-	500,000
-	Mbazana Hub		214,460
-	Induction Training Subsidy	10,230	10,230
8,923,970	Transfer from reserves	4,303,586	-
410,777	Operating Income	149,049	3,142,200
<b>44,843,623</b>	<b>NETT INCOME</b>	<b>34,293,561</b>	<b>39,031,753</b>
<b>48,692,281</b>	<b>EXPENDITURE</b>	<b>27,613,926</b>	<b>38,881,753</b>
12,004,564	Salaries, wages and allowances	11,739,636	12,948,766
19,947,746	General expenses	8,349,461	12,395,073
1,959,903	Repairs and maintenance	851,902	847,000
73,604	Leave encashment	445,438	94,914
14,706,464	Contribution to capital expenditure	6,227,489	12,596,000
<b>4,841,757</b>	<b>Contributions</b>	<b>4,586,000</b>	<b>-</b>
599,839	Contribution to CDF	530,054	-
4,241,918	Transfers to Reserves:	4,055,946	-
<b>53,534,038</b>	<b>NETT EXPENDITURE</b>	<b>32,199,926</b>	<b>38,881,753</b>



**UMHLABUYALINGANA LOCAL MUNICIPALITY**  
**APPENDIX E**  
**DETAILED INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2008**

Actual Income 2007 R	Actual expenditure 2007 R	Surplus / (Deficit) 2007 R		Actual Income 2008 R	Actual expenditure 2008 R	Surplus / (Deficit) 2008 R	Budget Surplus/ Deficit 2008 R
<b>44,843,623</b>	<b>53,534,038</b>	<b>(8,690,415)</b>	<b>Community Services</b>	<b>34,293,561</b>	<b>32,199,926</b>	<b>2,093,635</b>	<b>-</b>
44,432,846	9,842,925	(9,842,925)	Council	0	4,770,473	(4,770,473)	(5,403,082)
410,777	25,934,634	18,498,212	Management	24,861,235	8,916,733	15,944,502	13,185,004
	2,622,704	(2,211,927)	Finance	644,964	3,184,450	(2,539,486)	177,112
	1,860,191	(1,860,191)	Corporate Services	0	2,040,643	(2,040,643)	(2,255,986)
	5,779,116	(5,779,116)	Technical	7,557,864	7,974,643	(416,779)	(403,293)
	551,588	(551,588)	Library	82,985	578,862	(495,877)	(644,115)
	3,902,838	(3,902,838)	Community Services	0	2,628,316	(2,628,316)	(3,031,690)
	3,040,042	(3,040,042)	Local Economic Development	1,146,513	2,105,806	(959,293)	(1,623,950)
-	-	-	<b>Subsidised Services</b>	-	-	-	-
-	-	-	<b>Economic Services</b>	-	-	-	-
-	-	-	<b>Trading Services</b>	-	-	-	-
<b>44,843,623</b>	<b>53,534,038</b>	<b>(8,690,415)</b>	<b>Total</b>	<b>34,293,561</b> ✓	<b>32,199,926</b> ✓	<b>2,093,635</b>	<b>-</b>
		<b>158,885</b>	<b>Appropriations for the year</b>			<b>266,420</b>	
		<b>(8,531,530)</b>	<b>Net (deficit) for the year</b>			<b>2,360,054</b>	
		<b>(3,011,369)</b>	<b>Accumulated surplus/(deficit) at the beginning of the year</b>			<b>(11,542,899)</b>	
		<b>(11,542,899)</b>	<b>Accumulated surplus at the end of the year</b>			<b>(9,182,845)</b>	





DIRECTOR CORPORATE  
Ms. N.V. DLAMINI



# **CORPORATE SERVICES ANNUAL REPORT**

## **VISION**

The chief vision and focus of the Corporate Services Department is to be well managed, recognised as making efficient use of resources and being socially just, in a way which advance broader developmental aims and objectives.

## **MISSION**

- To utilize available knowledge and skills, promoting excellence and respect for capacity building.
- To execute needs and requirements of the Corporate Services Department in a professional and efficient way.

The Departmental success to achieve its goals is gained through monthly meetings where every departmental staff member is given an opportunity to contribute towards achieving our objectives and fulfilling our Departmental mission.

## **WORDS BY DIRECTOR: CORPORATE SERVICES**

It is with pleasure to report on our progress in respect of services delivered for the period of 01 July 2007 to 30 June 2008. As a local sphere of government the objectives are clearly stipulated in the constitution to provide democratic and accountable governance, to provide sustainable service to the community, to promote the social and economic development and to provide a safe and healthy environment.

To this end we are determined to ensure the long term growth of the community by ensuring good governance on all aspects of service delivery, whilst being aware of the needs of the community and treating each member of the community with respect.

The report endeavours to reflect on our challenges, strengths and weaknesses as facing the various sub-sections reporting to Corporate Services. We have made remarkable inroads in respect of Service Delivery as is reflected in various sub-sections as enunciated hereunder.

The Corporate Services, headed by Ms NV Dlamini, is comprised of 3 Sections viz, Council services/Administration services, Human Resources Management and Communication services.



The Human Resource Management is at the heart of the institution serving its internal clients, comprising of 69 permanent and contract staff. The section is headed by Mr TS Mkhabela and is a hive of activity with recruitment, training, industrial relations challenges, and personnel administration. The past years has seen the formulation, implementation and amendment of a number of policies, including recruitment policy, telephone policy, travel and subsistence policy, internship policy, appointment, promotion and probation policy, leave policy, employment relations policy, training policy and bursary policy. A continuous effort is made to uplift the skills and capacity of our staff and councilors although sometimes we are hindered by financial capacity.

The institutional efficiency of the organization is maintained through the Administrative/Council Services section that is headed by Mr HM Bhengu. He ensure that Secretariat Services, Council Support, government communication, etc. never fail in achieving the overall objectives of the organization. The municipality has got 26 Councillors and 6 Portfolio Committees which meet once a month to discuss issues pertaining to Service Delivery.

The communication pipeline is maintained through Communication Services section that is also headed by Mr HM Bhengu. The municipality releases a newsletter once a quarter to the community updating them of the current events and service delivery. The municipality also has got a website which is easily accessible and user friendly.

## **HUMAN RESOURCES MANAGEMENT SECTION**

Human Resource Management services is a sub-section of Corporate Services. Its function is to provide a comprehensive service to all its employees in terms of benefits administration, employee assistance, organizational structure, workshopping policies and procedures to all staff, labour relations, skills development, promotions, leave applications, recruitment and employment equity, ect.

### **Organisational Structure**

There were posts in the municipal organogram, were filled during 2007/2008 and are still vacant.

### **Skills Development**

The annual training report for 2007/2008 and the approved Workplace Skills Plan for 2008/2009 was successfully submitted to LGSETA by the deadline date of 30 June 2008. The municipality also established the Training Committee as one of the Committees under Corporate Services Department to assist in providing equal services to all employees.



## Bursaries 2007/2008

The Umhlabuyalingana Local Municipality has awarded bursaries to six employees.

## Disciplinary Action

Disciplinary Action	Male African	Male Coloured	Male Indian	Male Total Blacks	Male White	Female African	Female Coloured	Female Indian	Female Total Blacks	Female White	To.
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0

## Recruitment

Occupational Bands	Male African	Male Coloured	Male Indian	Male Total Blacks	Male White	Female African	Female Coloured	Female Indian	Female Total Blacks	Female White	Total
Director; Corporate Services						1			1		1
Chief Traffic Officer	1			1							1
Secretary to the Director Corp. Serv.						1			1		1
Tourism/ Entrepreneur Officer	1										1
Secretary to the Director of LED						1					1
<b>TOTAL</b>											5

## Resignations

Job Title	Male African	Male Coloured	Male Indian	Male Total Blacks	Male White	Female African	Female Coloured	Female Indian	Female Total Blacks	Female White	Total
SNR. Acc.	1										1
Secr. LED						1					1
Tourism Officer	1										1
<b>TOTAL</b>											3



## Skills Development

Occupational Categories	Male African	Female Coloured	Male Indian	Male Total Blacks	Male White	Female White	Female Coloured	Female Indian	Female Total Blacks	Female White
Legislators, Senior Officials & Managers	0	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	0
Technicians and Associate Professionals	0	0	0	0	0	0	0	0	0	0
Clerks	0	0	0	0	0	0	0	0	0	0
Service and Sales Workers	0	0	0	0	0	0	0	0	0	0
Skilled Agriculture and Fishery Workers	0	0	0	0	0	0	0	0	0	0
Craft and related Trades workers	0	0	0	0	0	0	0	0	0	0
Plant and Machine Operators and Assemblers	0	0	0	0	0	0	0	0	0	0
Elementary Occupations	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0
Employees with disabilities	0	0	0	0	0	0	0	0	0	0

## Disability leave (temporary and permanent) for July 2007 to June 2008

Occupational Categories	Male African	Male Coloured	Male Indian	Male Total Blacks	Male White	Female African	Female Coloured	Female Indian	Female Total Blacks	Female White	Total
Legislators, Senior Officials and Managers	0	0	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	0	0
Technicians and Associate Professionals	0	0	0	0	0	0	0	0	0	0	0
Clerks	0	0	0	0	0	0	0	0	0	0	0
Services and Sales Workers	0	0	0	0	0	0	0	0	0	0	0
Skilled Agriculture and Fishery Workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related Traders Workers	0	0	0	0	0	0	0	0	0	0	0
Plant and Machine Operators and Assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary Occupations	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0
Employees with disabilities	0	0	0	0	0	0	0	0	0	0	0



## EMPLOYEE PROFILE FOR UMHLABUYALINGANA 2007/2008

### THE DEPARTMENT OF FINANCE

<i>Name &amp; Surname</i>	<i>Job Title</i>	<i>Female</i>	<i>Male</i>
1. Mr. M.M. Zungu	Chief Financial Officer		1
2. Mr. N.P.E. Myeni	Snr. Accountant		1
3. Mr. S.H. Mithembu	Procurement Officer		1
4. Mrs. N.P. Mkhabela	Budget Officer	1	
5. Mrs. S.C. Nzuzi	Expenditure Clerk	1	
6. Miss. N.S. Gumede	Payroll Clerk	1	

### THE DEPARTMENT OF CORPORATE SERVICES

<i>Name &amp; Surname</i>	<i>Job Title</i>	<i>Female</i>	<i>Male</i>
1. Miss. N.N.V. Dlamini	Dir-Corporate Services	1	
2. Mr. H.M. Bhengu	Senior Admin Officer		1
3. Mr. T.S. Mkhabela	Snr Admin/ Human Res. Officer		1
4. Miss. S.C. Zikhali	Public Relations Officer	1	
5. Mr. N.J. Mpontshane	Committee Clerk		1
6. Mr. B.O.S. Mathenjwa	Admin Clerk		1
7. Miss. S.I. Nsele	Registry Clerk	1	
8. Miss. T.L. Fakude	Secretary- Corporate Services	1	
9. Mr. S.G. Ntuli	Pool Driver		1
10. Mr. J.B. Mthimkhulu	Pool Driver		1
11. Mrs. D.T. Mtambo	General Worker	1	
12. Mrs. T.D. Mkhize	General Worker	1	
13. Mr. Z. Nsele	Mayoral Driver		1

### THE DEPARTMENT OF COMMUNITY SERVICES

<i>Name &amp; Surname</i>	<i>Job Title</i>	<i>Female</i>	<i>Male</i>
1. Mr. M.M. Ngubane	Dir-Community Services		1
2. Mrs. N.F. Mngomezulu	Community Liaison Officer	1	